

**FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT**

Amended to Extend the Closing Date

Position Title and Grade Associate General Counsel For Enforcement SL-0905-00/00 Salary: \$119,554 – 165,300 per annum	Who May Apply ALL US CITIZENS	Announcement No. 10-023
Organizational Location Office of General Counsel	Opening Date June 16, 2010	Closing Date August 9, 2010 11:59 pm

THE FEDERAL ELECTION COMMISSION IS AN EXCEPTED SERVICE AGENCY.

THIS IS A PERMANENT FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS SL-0905.

ABOUT OUR AGENCY:

The Federal Election Commission is an independent agency with exclusive jurisdiction over the administration, interpretation, and civil enforcement of the Federal Election Campaign Act, which requires disclosure of campaign contributions and expenditures by candidates for Federal office and committees supporting those candidates, and imposes limitations on the amount and sources of such contributions. The FEC also administers the federal programs that provide public funding to qualified candidates for President and Vice President. By ensuring that the campaign finance process is fully disclosed and the rules are effectively and fairly enforced, the Commission seeks to foster the electorate's confidence in the integrity of the nation's political process. Legal work at the FEC regularly involves important and complex issues implicating the First Amendment. The FEC fulfills its mission through education and outreach, rulemaking, advisory opinions, conciliation, and litigation. The FEC is headed by six Commissioners, no more than three of whom may represent the same political party, who are appointed by the President with the advice and consent of the Senate. The FEC has approximately 350 employees and an annual budget of approximately \$66 million.

The Office of the General Counsel (OGC) has approximately 120 personnel including over 70 attorneys, as well as investigators, paralegal specialists, docket technicians, administrative assistants, and secretaries. OGC supports the FEC's unique role of regulating the financial aspects of political campaigns for Federal office by directing FEC enforcement activities, representing the Commission in litigation, interpreting the FECA, and advising the Commission on legal matters brought before it. OGC is divided into four functional areas, each of which is directed by an Associate General Counsel who serves as part of the General Counsel's senior

management team. These areas are: 1) Enforcement, 2) Litigation, 3) Policy, and 4) General Law and Advice. OGC's Complaints Examination and Legal Administration Office (CELA), which is directed by a supervisory attorney, manages the OGC docket and oversees the FEC's law library.

Attorneys assigned to the Enforcement Division shoulder substantial responsibility for the prosecution of cases assigned to them. They write reports and briefs and make oral presentations to the Commission in support of recommended actions. They conduct investigations that include interviews, depositions, and preparation of subpoenas for document production. The FEC is primarily an investigative agency and settles most cases by negotiation and conciliation rather than through litigation. Accordingly, Commission attorneys negotiate the resolution of their cases directly with counsel for respondents. Attorneys are assigned to one of five teams.

The FEC is located in Penn Quarter, an area of northwest Washington, DC offering access to government agencies, residential living, casual and fine dining, shopping, a major sports arena, and several theaters. The FEC is located near several METRO subway and bus stations.

ROLE OF THIS POSITION:

The incumbent serves as the Associate General Counsel for Enforcement in the Office of the General Counsel, and is a senior advisor to the General Counsel, the Commissioners, and other senior managers concerning the Commission's enforcement activities and compliance program. The incumbent provides leadership to approximately 50 staff consisting of attorneys, paralegal specialists, investigators and support staff, who are engaged in all aspects of the enforcement process, including screening, prioritizing and analyzing incoming complaints from the public or information generated internally alleging or indicating violations of the Federal Election Campaign Act; supervising investigations in enforcement matters, drafting reports and briefs with recommendations for Commission consideration; presenting recommendations to the Commission; drafting and negotiating conciliation agreements; completing legal research and special projects as may be required; and handling administrative and policy responsibilities, as required. The incumbent is responsible for administrative, managerial, and personnel decisions for staff under his or her supervision.

Under the guidance and direction of the General Counsel and/or the Deputy General Counsel, the Associate General Counsel exercises the following leadership and managerial responsibilities:

- Plans, organizes and directs enforcement activities for the Office of General Counsel;
- Identifies the needs and priorities of the Enforcement Division;
- Ensures effective coordination of activities among the Enforcement Division's teams and other Commission offices, and with other government agencies;
- Reviews enforcement matters for timeliness, accuracy, legal consistency, and adherence to Office policies and procedures;
- Develops and administers strategies to promote and measure effective and efficient program performance;
- Ensures that workloads within the Enforcement teams are well-balanced;
- Assists in developing and using management information systems and other technological resources to meet the current and future needs of OGC;
- Provides managerial oversight to personnel matters;

- Actively supports the Commission's EEO goals.

MINIMUM QUALIFICATION REQUIREMENTS:

Must hold a law degree from an accredited law school; be a member in good standing of the Bar of a state, the District of Columbia, Puerto Rico, or any other territorial court under the Constitution; and be admitted to or eligible for admission to practice before the Federal courts of the District of Columbia and the United States Supreme Court.

QUALIFICATIONS CRITERIA:

Each applicant must submit a comprehensive narrative statement that addresses the Mandatory Technical Qualifications outlined below. The narrative statement must include clear and concise examples that describe the applicant's level of responsibility, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The narrative must not exceed 2 pages for each question (**10 pages total**).

Failure to meet basic qualification requirements and to submit narratives for the Mandatory Technical Qualification factors will automatically disqualify an applicant.

MANDATORY TECHNICAL QUALIFICATIONS:

The Commission will consider the following factors in determining the best-qualified candidates:

1. Give examples of when your leadership achieved strategic organizational objectives. Be specific concerning goals, budget, policies, scope, and the results of your efforts.
2. Explain your compliance and investigative experience in civil or criminal law enforcement.
3. Describe in detail your experience in analyzing complex legal issues, including regulatory, procedural and constitutional issues.
4. Describe your ability to communicate—both written and oral—including the ability to negotiate effectively with others within and outside an organization.
5. Describe your knowledge of the Federal Election Campaign Act (FECA), or provide examples of experience with analogous regulatory regimes. Knowledge of FECA is preferred but not required. The incumbent, if he or she does not have this knowledge, will be required to quickly develop a thorough understanding of the FECA; the historical background of election laws and of the Commission; and FEC policies and decisions relating to the enforcement of the FECA.

BASIC FOR EVALUATION:

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by reviewing application materials to determine the degree to which qualification requirements are

met. Applicants should provide specific evidence of possession of the Mandatory Technical Qualifications.

Only the best-qualified candidates will be offered interviews. Applicants may be requested to furnish in writing a list of individuals familiar with their qualifications for contact as references.

Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating and/or may affect your overall rating.

CONDITIONS OF EMPLOYMENT:

Senior Level (SL) covers managerial positions above GS-15 in the Federal Service. Pay will be set in accordance with agency policy. This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status. This position is excluded from the bargaining unit.

The successful applicant will be subject to a background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

The applicant selected will be required to complete an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.

Persons selected may have to satisfy a one-year managerial probationary period.

All standard government benefit programs apply. Additional information on benefits for Federal Employees can be found at www.opm.gov/jobseekers.

The incumbent may be eligible for a transit subsidy up to \$230 per month.

You must be a U.S. Citizen

Males born after 12-31-59 must be registered for Selective Service.

Direct Deposit of Pay is required.

Relocation expenses will not be paid.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Applicants may apply for this position with a resume, the *Optional Application for Federal Employment* (OF-612), or other application format, as long as the application contains the necessary information below:

- a. Vacancy announcement number; position title and grade(s) of the job for which applicant is applying;
- b. Your full name, day and evening numbers mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal Service and highest Federal civilian grade ever held on a permanent basis;
- c. Name, city and state of colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);

- d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week;
 - e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications;
 - f. Bar admission status.
2. A narrative statement that addresses each of the Mandatory Technical Qualifications (no more than 10 pages total.)
 3. As applicable, former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status. If you are a current or former SES member, you must provide a SF-50 that verifies your SES status or copy of certificate from the Office of Personnel Management that verifies graduation from an OPM-approved SES Candidate Development Program.

NOTE: Submission of a resume alone **IS NOT** a complete application for federal employment. This position requires the completion of additional forms and/or supplemental materials as described under HOW YOU WILL BE EVALUATED section. Failure to provide the required information and/or materials will result in your application not being considered for employment.

WHERE TO SEND APPLICATIONS:

(NOTE- Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).

1. E-mail to ogcjobs@fec.gov
2. The subject line must contain the announcement number (**10-023**) and the applicant's name.
3. If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-0108. Only supplemental information will be accepted via fax.

Your application and all supporting documentation must be received by 11:59 pm (Eastern Time) on the closing date. Applications received after the closing date of the announcement will not be considered.

For additional information, call Human Resources at 202-694-1080 or send inquiry to fecjobs@fec.gov

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing HR Office. Requests for reasonable accommodation are made on a case-by-case basis.

